

Moss Bury Primary School and Nursery

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Moss Bury Primary School and Nursery Governor Induction Policy

School Vision

“To be a truly outstanding school in every way”

This means;

- providing our children with an outstanding education within an excellent learning environment.
- Recruiting and retaining outstanding staff
- treating each child as an individual to ensure they achieve their full potential
- working to maintain the highest standards with exceptional expectations for both staff and children.
- encouraging each stakeholder in their development of mutual respect, sensitivity and caring for others.
- seeking to develop within each stakeholder a passion for learning, a thirst for knowledge and the willingness and enthusiasm to try something new
- working to foster outstanding relationships between the larger community and our school.

The Governing Body and Head Teacher believe it is essential that all new governors receive a comprehensive induction package covering a broad range of issues and topics. There is a commitment to ensure that the new governors are given the necessary information and support to fulfil their role with confidence. The process is seen as an investment, leading to more effective governance and retention of governors.

Purpose

- ✓ To welcome new governors to the Governing Body and enable them to meet other members.
- ✓ To encourage new governors to visit the school to experience its atmosphere and understand its ethos.
- ✓ To meet the Head Teacher, staff and children.
- ✓ To explain the partnership between the Head Teacher, School and Governing Body.
- ✓ To explain the role and responsibilities of governors.
- ✓ To give background material on the school and current issues.
- ✓ To allow new governors to ask questions about their role and/or the school.
- ✓ To explain how the Governing Body and its committees work.
- ✓ To allow new governors to join the committee(s) of their choice.

Induction Procedure

1. New Governors will be asked to provide two personal references for this appointment.
2. The Clerk will request the new governor to complete declaration of eligibility form, verification of identity form and register of business interest form.
3. Head to arrange tour of school, including meeting staff and children.
4. Head to provide informal briefing on the school, explaining the way it works, the current issues facing it, the number of children on roll and the trend in pupil numbers, the catchment area from which the children are drawn, an explanation of how classes are organised and how the curriculum is delivered, a list of staff (both teaching and non-teaching), how to conduct visits and the relationship between the Head and the Chair.
5. Head to provide copy of school prospectus, if applicable, (including: term dates, SATs information, attendance, etc) and School Improvement Plan.
6. Chair provides informal briefing on the role and responsibilities expected from governors, including information on committee structures and training courses available to assist them in their role. There is minimum expectation that Governors

attend one Committee meeting, one Full Governing Board meeting and complete one Visit a term. Induction should be completed within six months subject to availability.

7. Governors will be provided with a school email address, registration with the NGA National Governors Association.

New Governor Welcome Pack

The new governor welcome pack should include or have reference to:

General Items for Governors

- Governor Declaration of Eligibility form (available via the clerk to governors)
- Register of Business Interests form (available via the clerk to governors)
- Checklist for new Governors (enclosed for completion to guide induction)

Information on the Governing Body

- Instrument of Government for your school .
- Governing Body Membership List
- Committee Structure and Terms of Reference (available via the clerk to governors)
- Governing Body Minutes (available via the clerk to governors)
- Governing Body Agenda Papers (to be received via the Clerk to Governors prior to the next meeting).
- Dates of future Meetings

Information on the School

- School Self-Evaluation Information (available on request via school)
- Latest Ofsted Report (available via the Ofsted website at www.ofsted.gov.uk)

Moss Bury Governors Checklist - part of Induction policy

Meeting the governing body		
Action	Completed?	Notes
Meet the chair of governors		
Complete a tour of the school		
Meet the Headteacher		
Attend first full governing body meeting		
Training and paperwork		
Action	Completed?	Notes
Book induction training		
Complete skills audit		
Complete paperwork. Governor declaration form <ul style="list-style-type: none"> • DBS/barred list check • Declaration of interests form • A personal Reference 		
Actions for the new governor		
Action	Completed?	Notes
Ask your workplace about time off for governor duties (if applicable)		

Read the Governance Handbook from the Department for Education (DfE)		
Read the school's latest Ofsted report and Ofsted action plan (if appropriate)		
Look at the school website		
Research recent news items on school governance/education		
Other actions		
Action	Completed?	Notes

Adopted by the Governing Body on 6.2.2017